

Volunteer Training Policy

for new pregnancy care centers under development

- Groups will be eligible for association with Life Matters Worldwide when they have conducted a training seminar for volunteers and staff, either with Life Matters Worldwide or another reputable organization.
- Training will be scheduled when a developing center has completed **all other steps** necessary to opening. Refer to the **Seven Crucial Steps Toward Developing a Successful Pregnancy Care Center**.
- **Prior to scheduling a date for volunteer training seminar**, complete the **Questionnaire for Developing Centers** and attach it to your Request for Volunteer Training (page 2).
- A training seminar is approximately 12-15 hours long over a span of three or four days, usually a Wednesday or Thursday through Saturday. In addition, during that span of time, the trainer will also meet with the center's director and board for additional training and consultation.
- Requests for training must be submitted to Life Matters Worldwide **no less than 60 days in advance** of a proposed training date, and are subject to trainer availability. Use the form on page 12 to request a volunteer training seminar.
- The pregnancy care center is responsible for all costs related to the training seminar. The center is advised to seek underwriters to help with training costs. Costs are as follows:
 - Beyond Words: Compassion in Action* volunteer training manual from Life Matters Worldwide – starting at \$20.00 per person.
 - Trainer's honorarium – Negotiated with the trainer, ranging from \$500.00 to \$1,000.00.
 - Trainer's travel, food, and lodging – variable, based on mode of transportation, mileage (current IRS rate), and motel/hotel accommodations.
- Life Matters Worldwide suggests a minimum of at least 10 people attend the training seminar. Since they receive a benefit, individuals attending the seminar can be charged a registration fee to offset the costs of training. The fee is set by the PCC.
- The PCC should pre-register participants and order a sufficient number of training manuals **no less than 3 weeks prior** to the seminar. Life Matter's *Beyond Words: Compassion in Action* volunteer training manual may be purchased from our online store at store.lifemattersww.org or by calling 1-800-968-6086.



Request for Volunteer Training

Name of Organization	
Full Address	
Chief Executive (name and title) Phone: Email:	
Contact Person (if other than chief executive) Phone: Email:	
Requested dates of training (from/to)	1st choice: 2nd choice:
Number of trainees expected	
Location of training (with address)	
Nearest metropolitan airport	
Person(s) meeting trainer at the airport Phone: Email:	
Location of lodging for the trainer (with address) Phone: Email:	
Will a vehicle or driver be available for the trainer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Describe efforts to promote the training seminar:	

Submit request to: Life Matters Worldwide, P.O. Box 3158, Grand Rapids, MI 49501

Questions? (616) 257-6800, 1-800-968-6086, staff@lifemattersww.org